

Google Drive



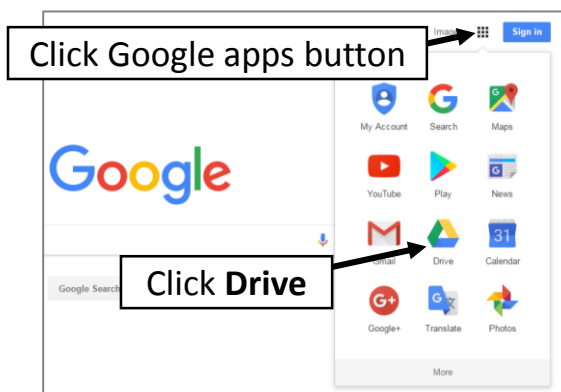
- Big filing cabinet in the Internet
- Apps available for tablets and smart phones.
- Easy access to your items on your computer and devices
- Back up your documents and photos.
- Share and collaborate with others.
- Google gives you 15 Gigabytes free, you can buy more if needed.
- For Chromebooks - Drive is mostly where you will store your items.

Access Drive – 2 ways to get there

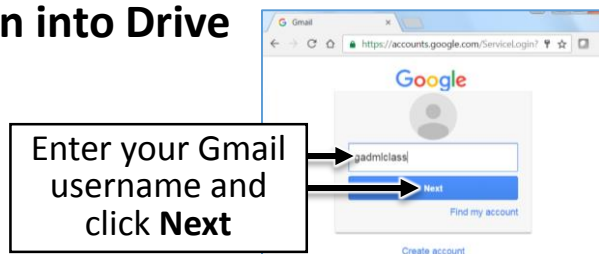
drive.google.com

or

www.google.com

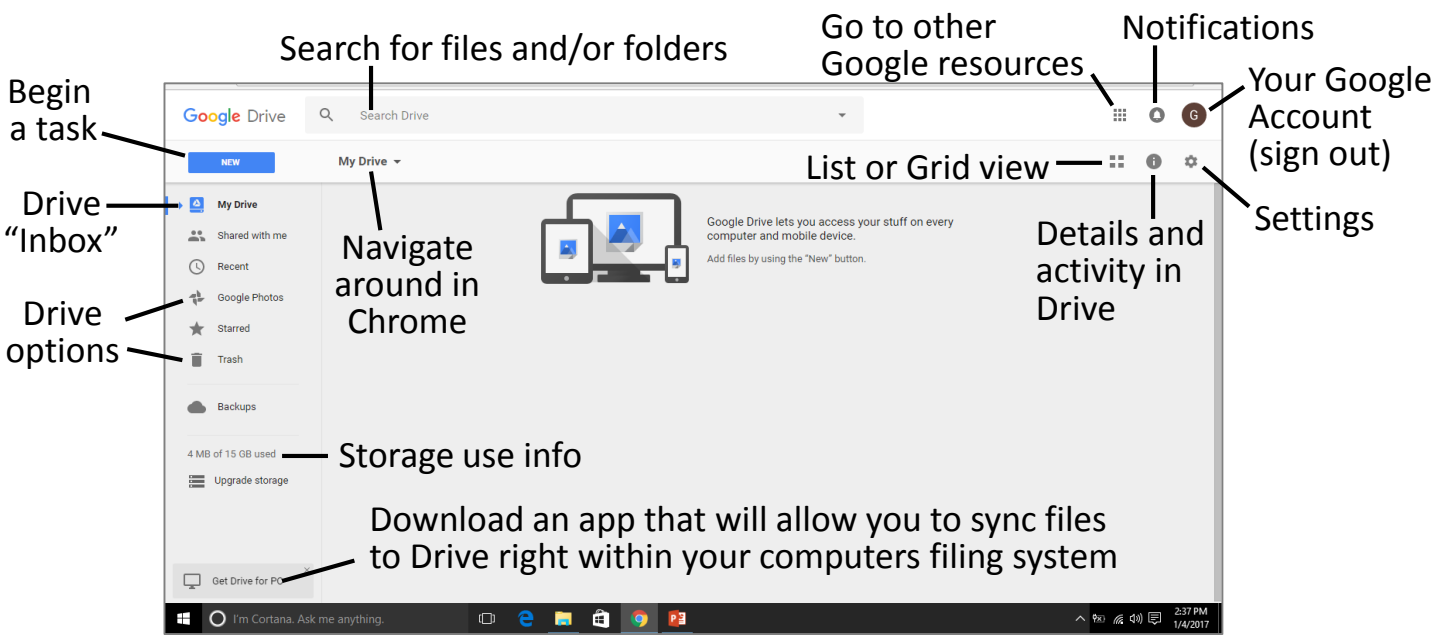


Sign into Drive



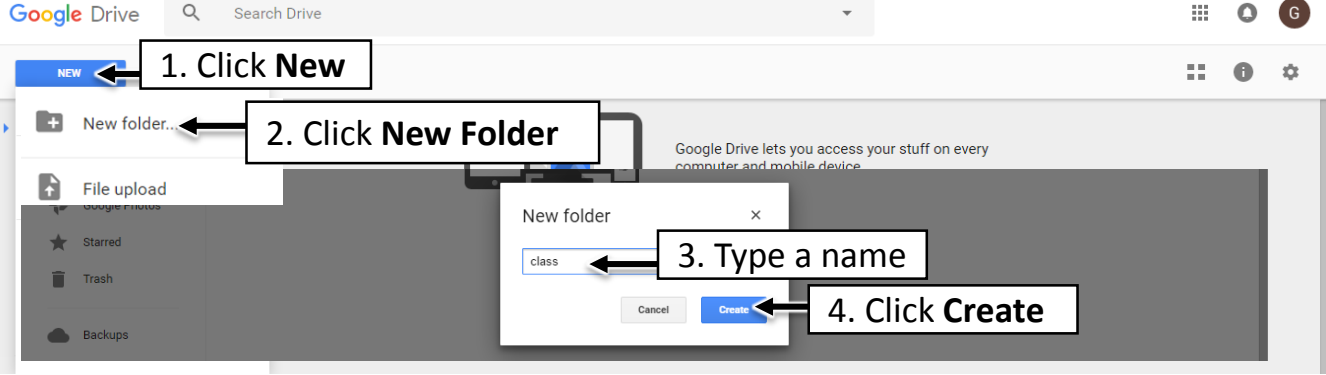
If you are in the library
uncheck **Stay Signed in**

The Parts of Drive

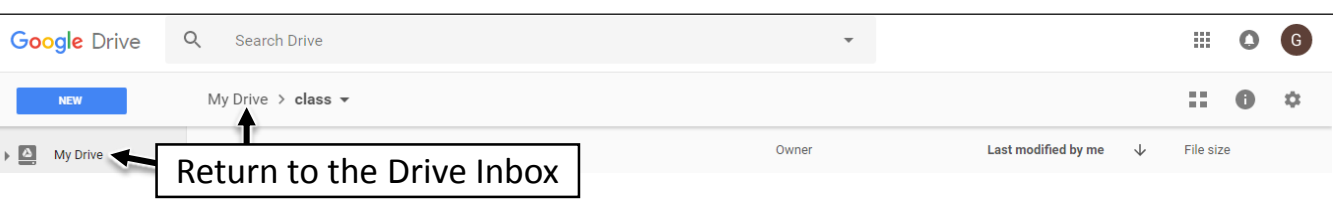
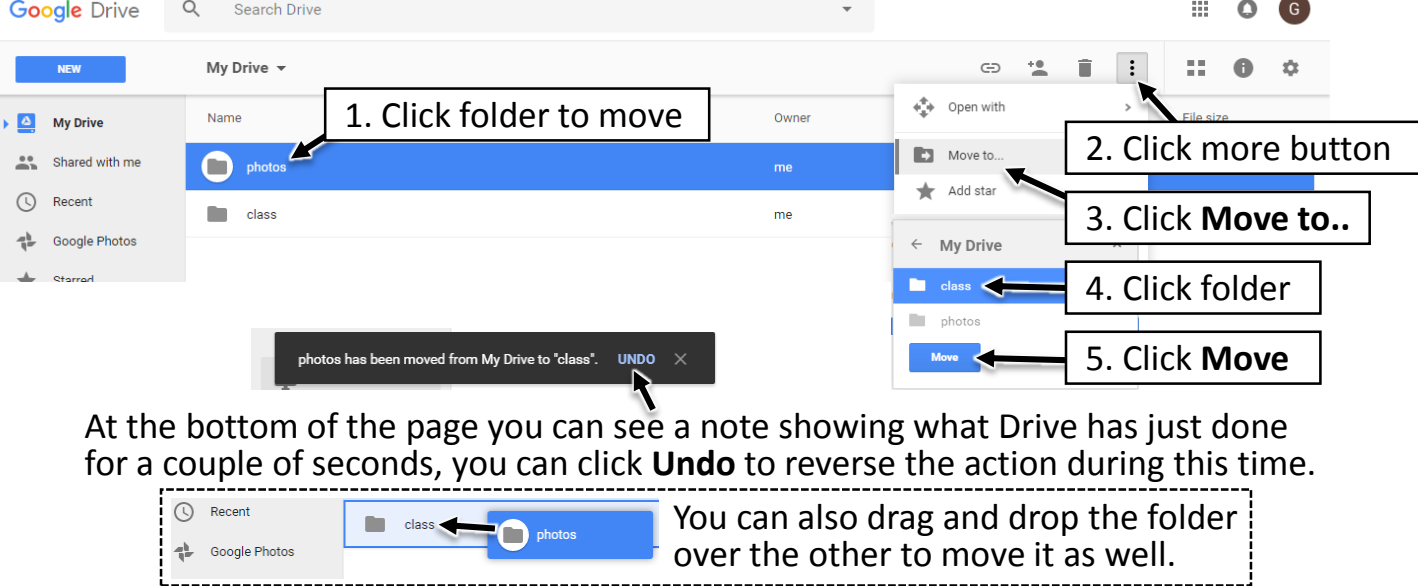


Organize using folders

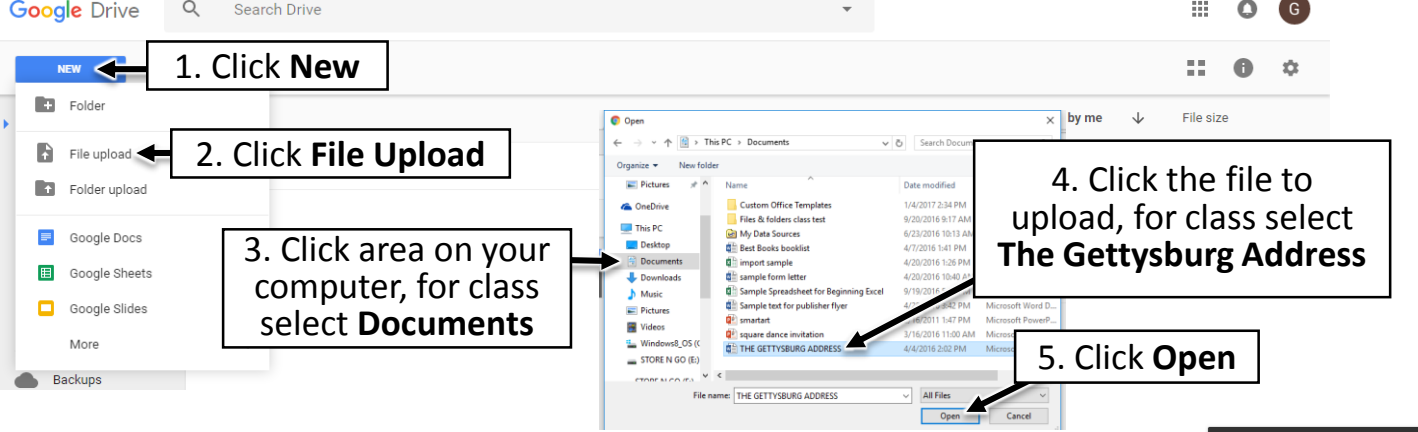
Create a folder



Move a folder within a folder



Upload a document from your computer to Google Drive



You will see a progress report at the bottom of the page



Upload a folder

1. Click **New**

2. Click **File Upload**

3. Click an area on your computer, for class select **Pictures**

4. Click the file to upload, for class select **Williamsburg**

5. Click **OK**

Cancel the command

6. Click **Cancel**

If you want to continue the upload, click here and click the redo button

Delete item in the drive

1. Click on the item to select, for class choose **Williamsburg**

2. Click trash button

Or you can press the Delete key on the keyboard instead of the trash button

Other options in Drive

In Google, options only appear when needed, for example in the page no item is selected so there are no options at the top



When you click to select an item, you can now see more options showing.

1. Click on item to select

2. Preview the item.

3. Create a link

4. Use Gmail to share the item.

Delete the item.

More options if a **folder** is selected

More options if a **file** is selected

Search for items in Drive

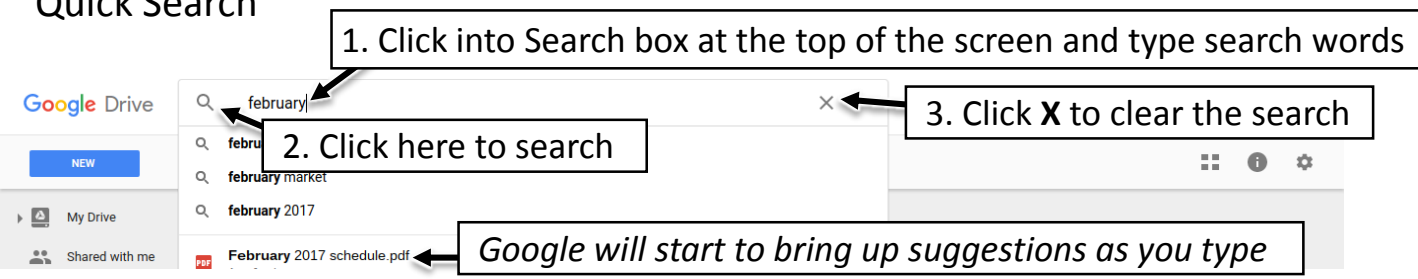
Quick Search

1. Click into Search box at the top of the screen and type search words

2. Click here to search

3. Click X to clear the search

Google will start to bring up suggestions as you type



This screenshot shows the top of the Google Drive interface. A search bar at the top contains the text 'february'. Below the search bar, a list of suggestions is visible, including 'february', 'february market', 'february 2017', and 'February 2017 schedule.pdf'. A blue 'NEW' button is on the left. On the right, there are icons for grid view, info, and settings. A close button (X) is next to the search bar.

Advanced Search

1. Click triangle to see advance searching options

2. Click option beside **Type** to limit to what the item is

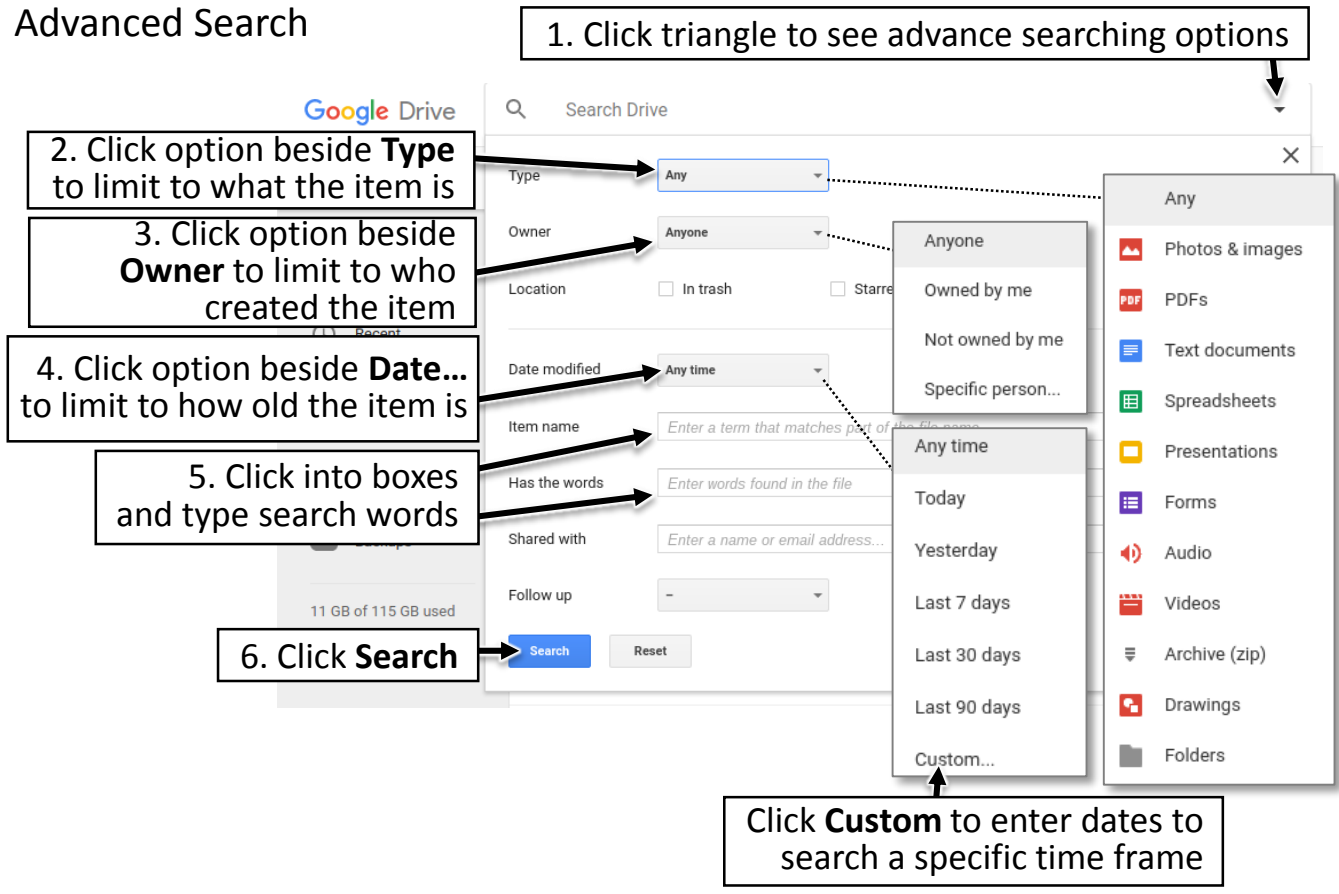
3. Click option beside **Owner** to limit to who created the item

4. Click option beside **Date...** to limit to how old the item is

5. Click into boxes and type search words

6. Click **Search**

Click **Custom** to enter dates to search a specific time frame



This screenshot shows the 'Search Drive' advanced search interface. It includes dropdown menus for 'Type' (set to 'Any'), 'Owner' (set to 'Anyone'), and 'Date modified' (set to 'Any time'). There are also checkboxes for 'In trash' and 'Starred'. Text input fields are provided for 'Item name', 'Has the words', and 'Shared with'. A 'Search' button and a 'Reset' button are at the bottom. Two dropdown menus are open: one for 'Type' showing options like 'Photos & images', 'PDFs', 'Text documents', 'Spreadsheets', 'Presentations', 'Forms', 'Audio', 'Videos', 'Archive (zip)', 'Drawings', and 'Folders'; and another for 'Date modified' showing options like 'Today', 'Yesterday', 'Last 7 days', 'Last 30 days', 'Last 90 days', and 'Custom...'. A callout points to the 'Custom...' option with the instruction 'Click Custom to enter dates to search a specific time frame'.

Identifying File Types in Google Drive

To make any changes to documents you add to Drive, Google needs to convert the item into it's own resource.

Original Microsoft Office files

Converted to Google versions files

Word		➔		Google Docs
Excel		➔		Google Sheets
PowerPoint		➔		Google Slides

Search for items in Drive

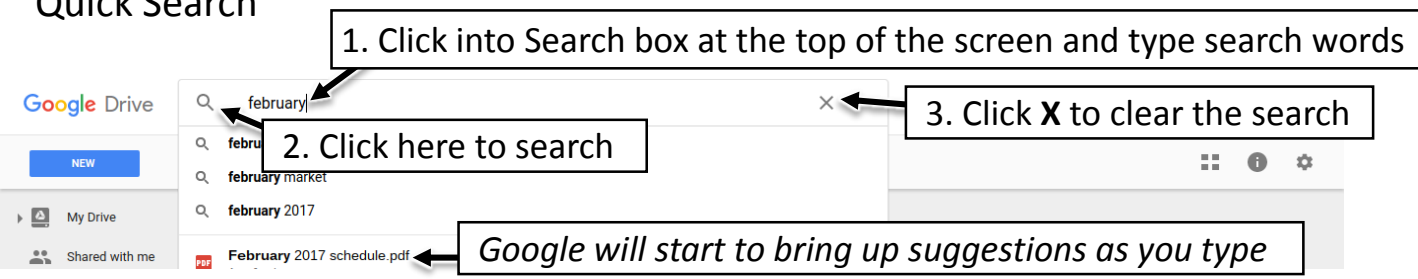
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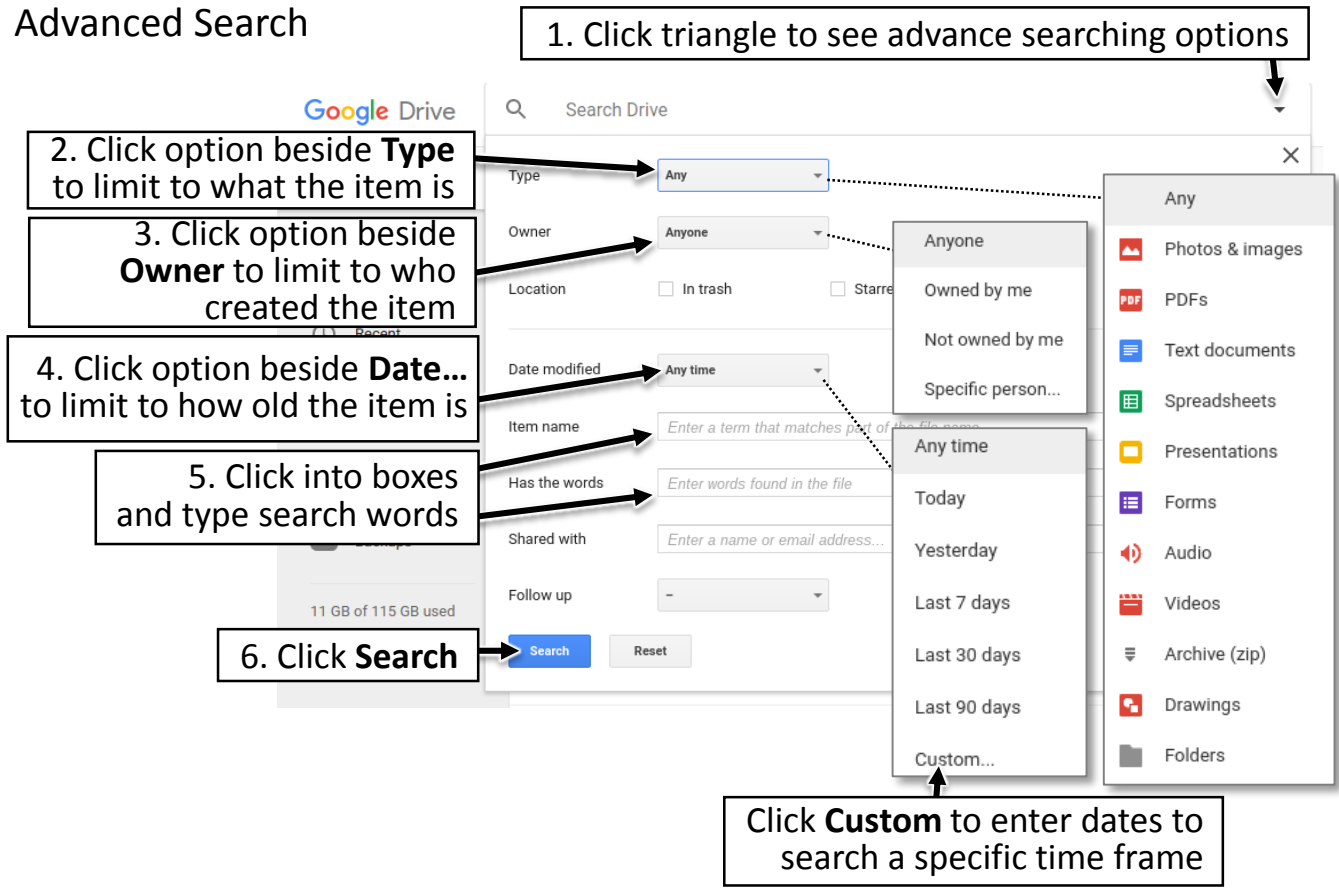
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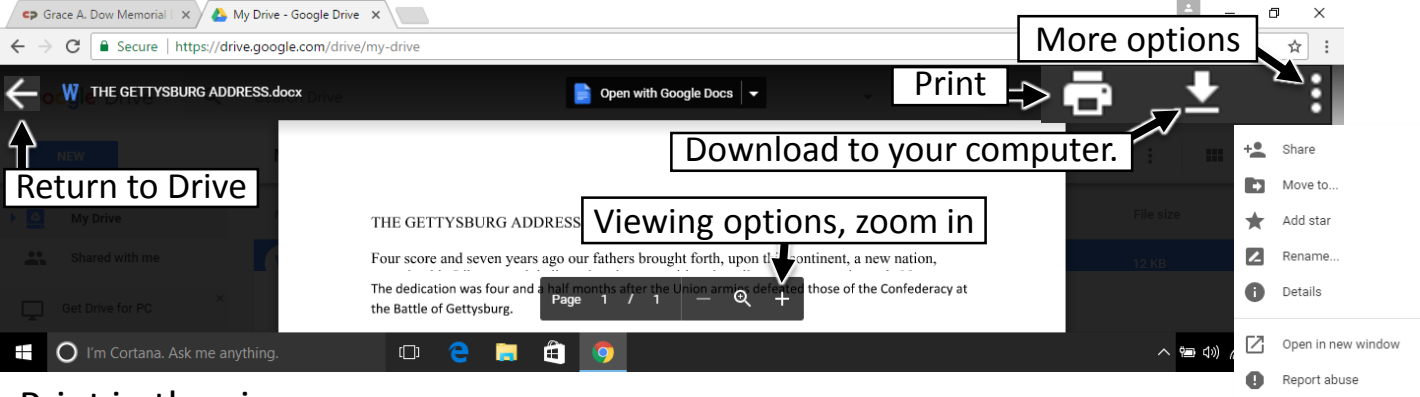
Word		➔		Google Docs
Excel		➔		Google Sheets
PowerPoint		➔		Google Slides

Open items to view



Double click to view item

The item will show in Drive's Viewer. If you move your mouse you will see more options.



More options

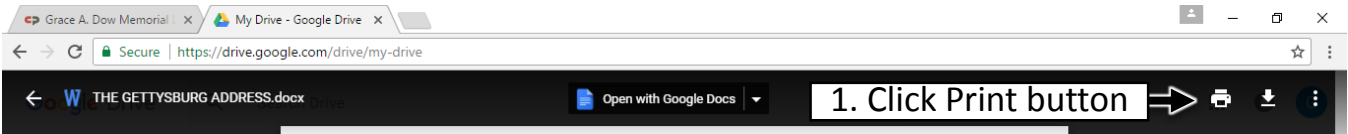
Print

Download to your computer.

Viewing options, zoom in

Return to Drive

Print in the viewer

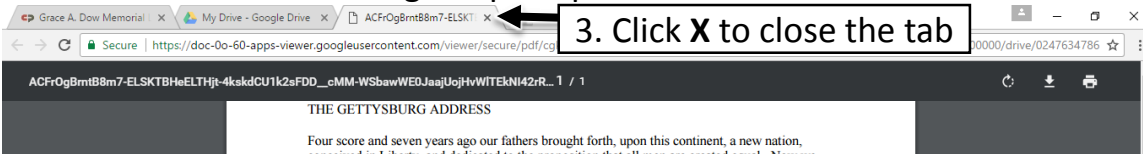


1. Click Print button



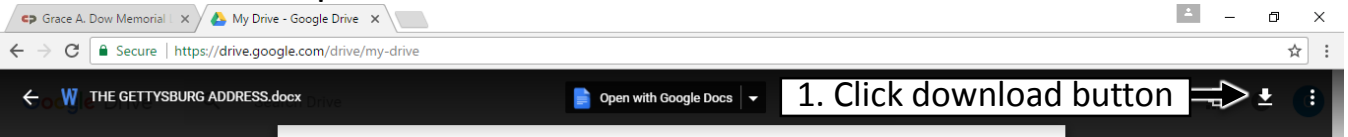
2. Click Print

Now we are seeing the print preview version of the document.



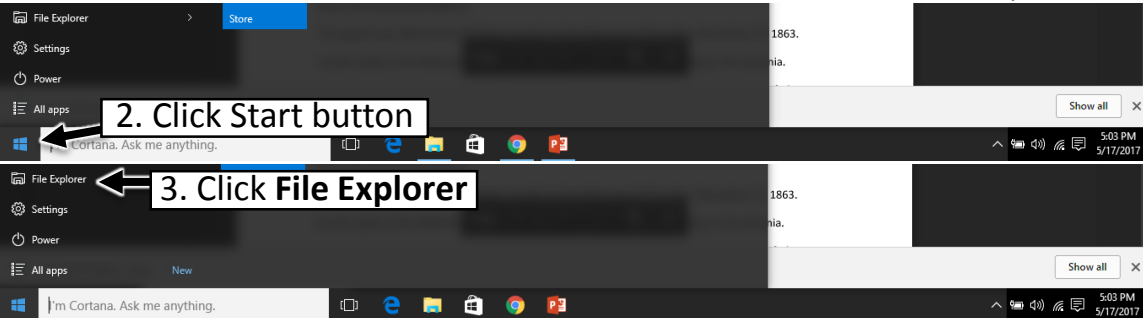
3. Click X to close the tab

Download to computer from the viewer



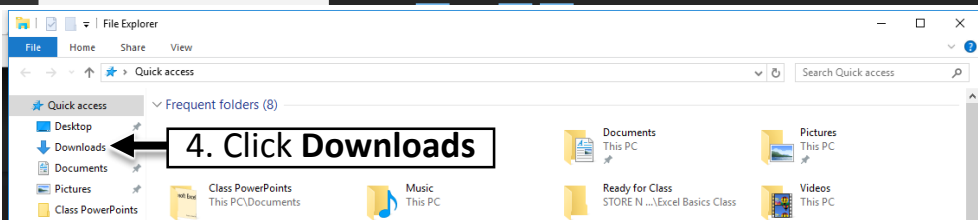
1. Click download button

Find the downloads Folder in Windows 10 – Where downloads are placed on your computer



2. Click Start button

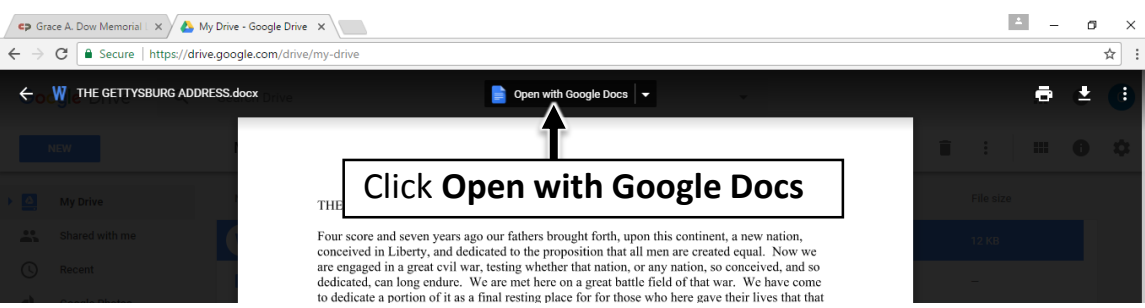
3. Click File Explorer



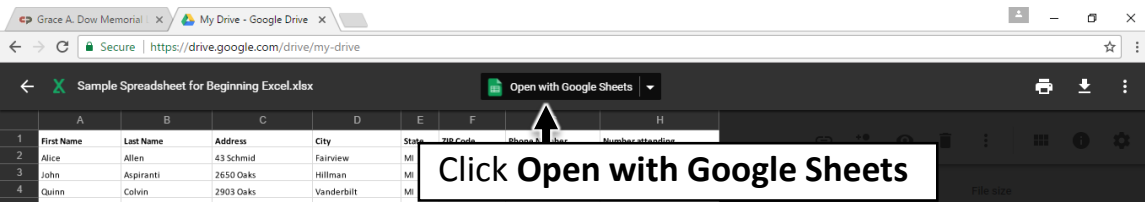
4. Click Downloads

Drive Viewer - Open to make changes

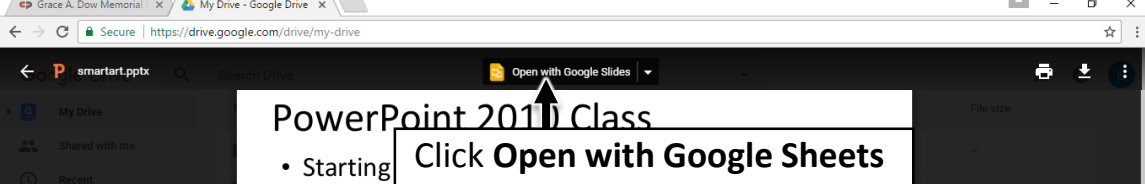
Microsoft Word



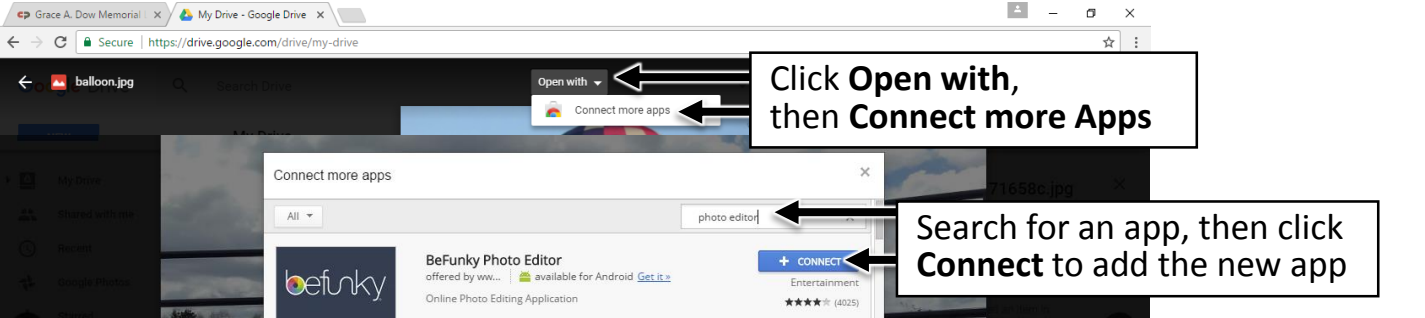
Microsoft Excel



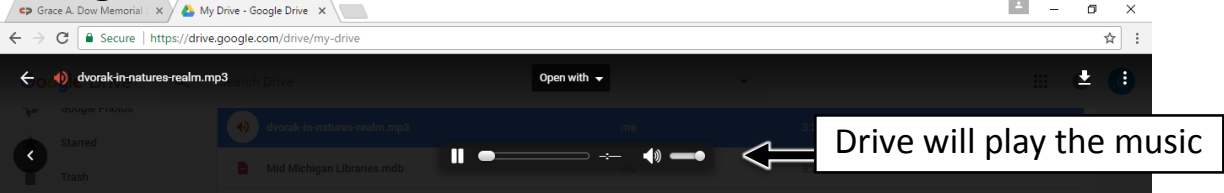
Microsoft PowerPoint



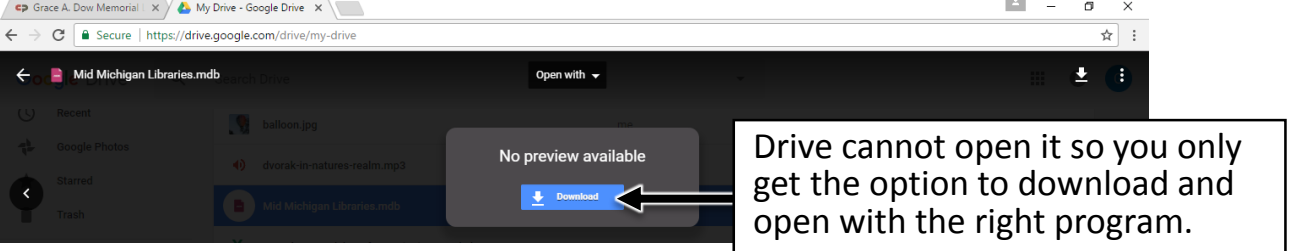
Photos - Drive doesn't have a photo editing resources so it will let you look for some in the Chrome store



Songs

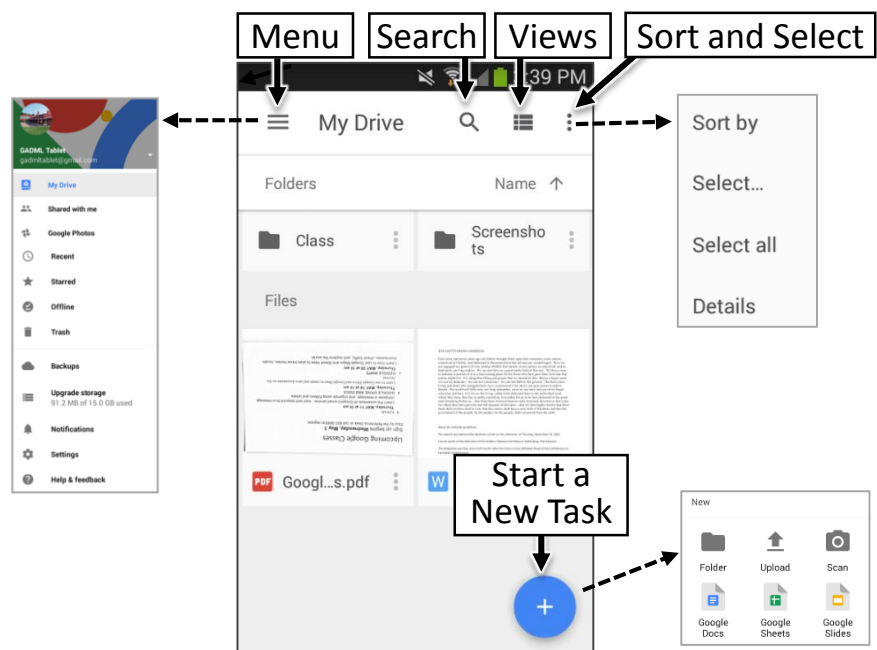
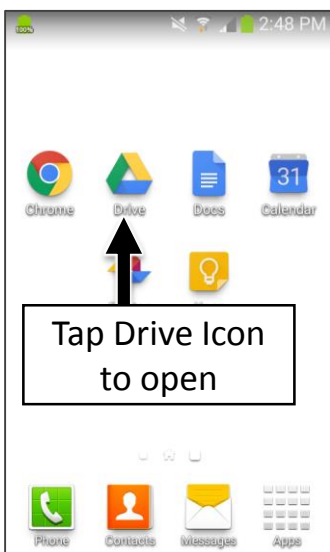


Other unsupported files

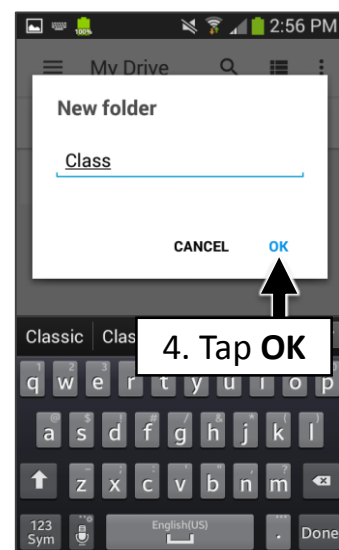
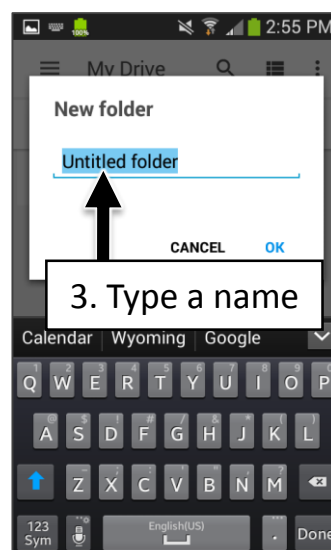
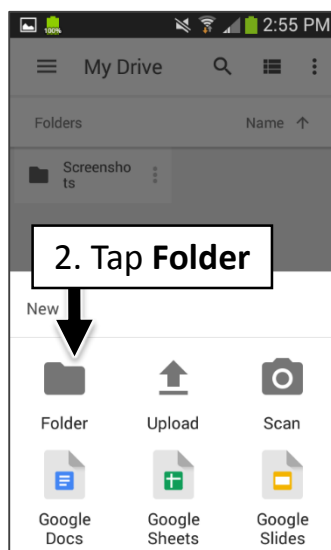
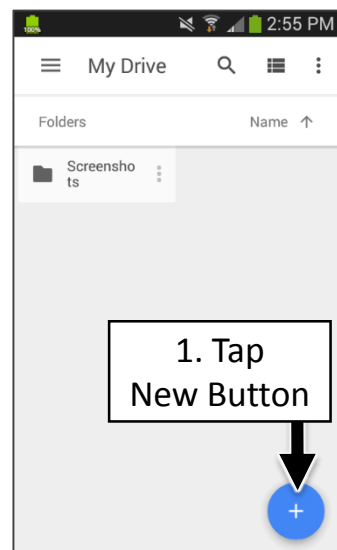


Google Drive on your Phone

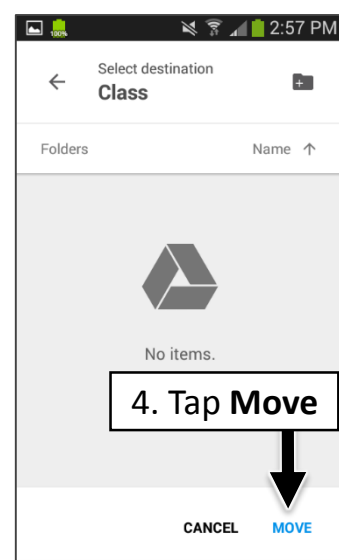
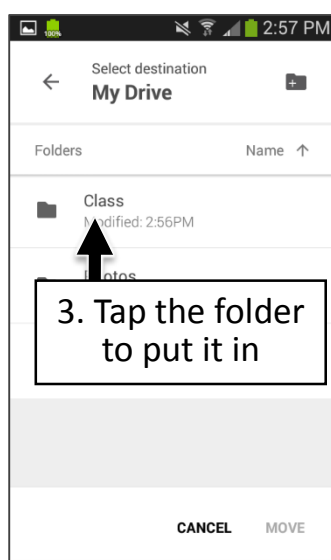
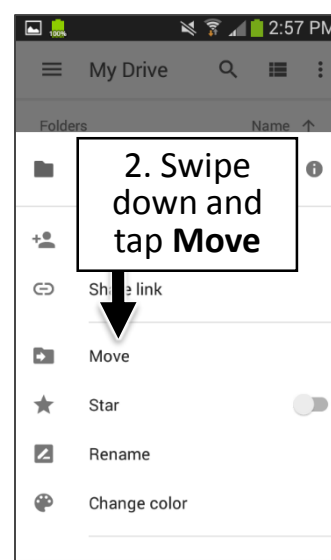
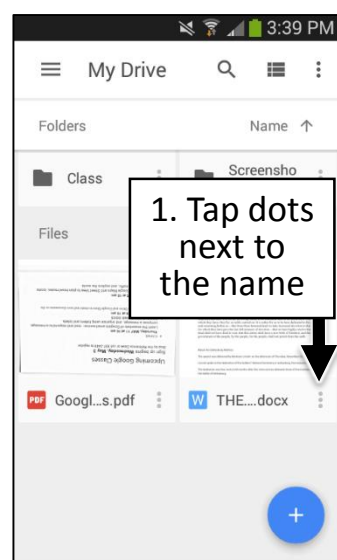
The Parts of Drive



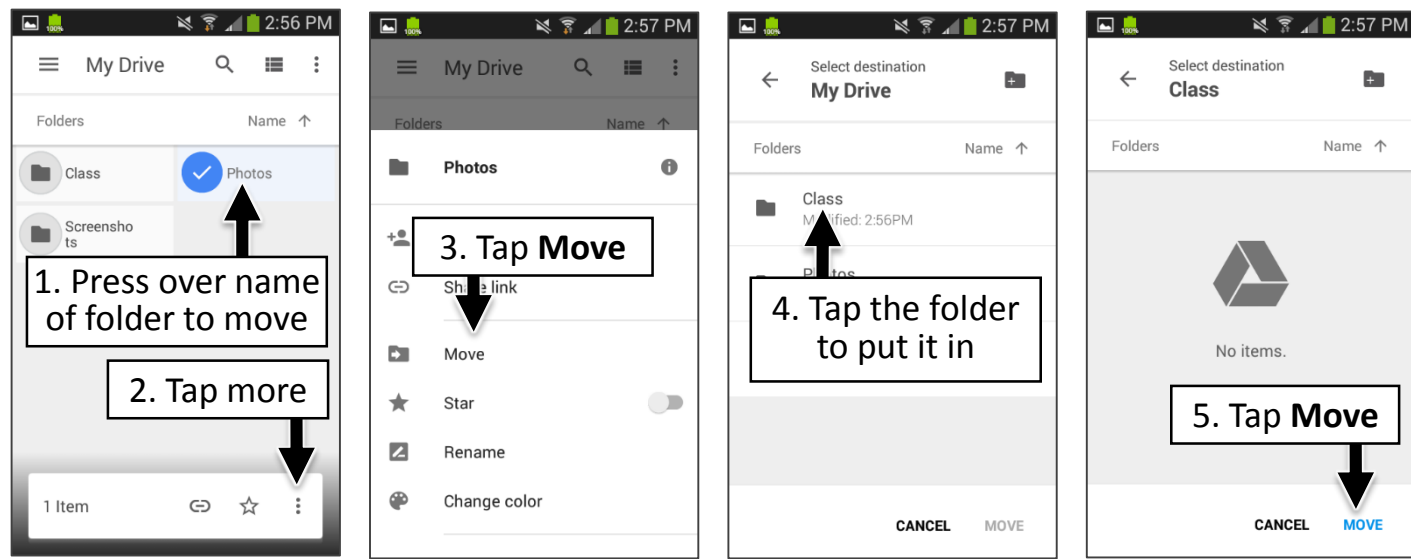
Create a folder



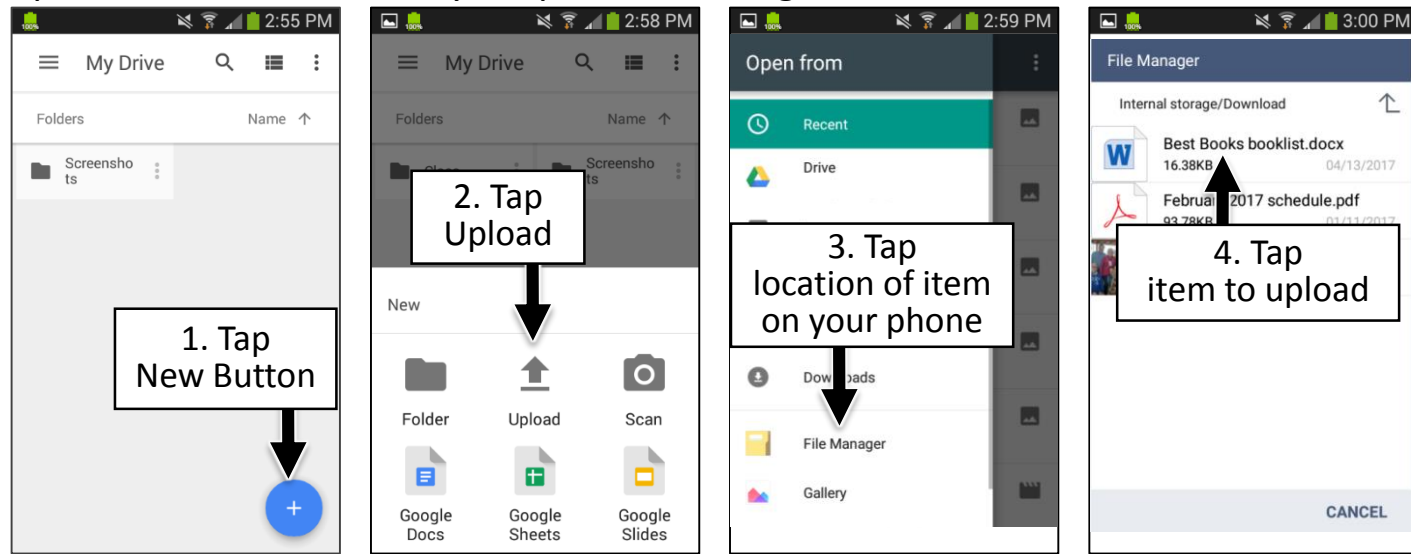
Move a document to a folder



Move a folder within a folder



Upload a document from your phone to Google Drive



Open and edit a document

